

INTERNAL POSTING ONLY

DATE POSTED: Wednesday, March 9, 2016
DEADLINE FOR APPLYING: Friday, March 11, 2016

FRANKLIN COUNTY CHILD SUPPORT ENFORCEMENT AGENCY
80 E. Fulton Street
Columbus, Ohio 43215

J O B A N N O U N C E M E N T

POSITION TITLE: Support Officer 2 (Bargaining Unit) **PCN:** 082051
DEPARTMENT: Enforcement **PR:** T10
SUPERVISOR: Ellen Frasure, Support Officer Supervisor
LUNCH HOUR: As Assigned

PRIMARY RESPONSIBILITIES: Provide training and mentoring to new and present Support Officers. Review and interpret judicial and administrative orders, case narratives, and other documents. Review and monitor cases for legal appropriateness. Enforce judicial and administrative orders. Conduct terminations and modifications of child support orders. Prepare audits for accuracy of financial data on cases. Notify and review suspension of drivers licenses, recreational licenses, and/or professional licenses and the suspension thereof when needed and reinstatements when case is brought into compliance. Review work of Support Officers and direct in correction of documents when needed. Monitor and evaluate the progress of recently hired employees. Assist in covering caseloads for unit by performing case work, assisting walk-ins, and taking telephone calls. Provide general and specific information and respond to clients, the general public and other involved agencies and attorneys.

MINIMUM QUALIFICATIONS: Bachelor's degree with coursework emphasis in business administration with one (1) year of social work experience; or any equivalent combination of training and experience.

STARTING SALARY: \$17.37/hour, plus a comprehensive Benefits Package
120 Day Probationary Period

If interested, please go to www.franklincountyohio.gov/Commissioners/hr and apply on-line.

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